



Statewide Internet Portal Authority Request for Quotes for General Counsel

Proposals should be emailed to:

Kara Finch

Contract Manager & Legislative Liaison

kara@copsipa.gov

Issue date: February 7, 2022

Due date: March 4, 2022

General Information

1. Purpose

This Request for Quotes (RFQ) is issued by the Colorado Statewide Internet Portal Authority (SIPA) for legal services to serve the SIPA Board of Directors and SIPA in its day to day administration as needed.

2. Who May Respond

Only active attorneys licensed and in good standing in the State of Colorado with at least five (5) years' experience in serving public entities and boards of directors may respond to this RFQ.

3. Instructions on Submission

- A. Closing Submission Date. Proposals must be submitted no later than **4:00 p.m. on Friday, March 4, 2022**.
- B. Question and Answer. Questions should be sent to kara@cosipa.gov. Questions must be submitted no later than **4:00 p.m. on Monday, February 14, 2022**. All submitted questions and SIPA's responses will be posted on SIPA's website no later than **4:00 p.m. on Friday, February 18, 2022**.
- C. Conditions of Quotes. All costs incurred in the preparation of a response to this RFQ will be the responsibility of the Offeror and will not be reimbursed by SIPA or any other party.
- D. Instructions to Prospective Offerors. Quotes must be submitted via email to kara@cosipa.gov no later than **4:00 p.m. on Friday, March 4, 2022**.
- E. Right to Reject. SIPA reserves the right to reject any and all quotes received in response to this RFQ.
- F. Finalist Interviews. Finalists may be asked to meet with the evaluation committee before final selection.
- G. Notification of Award. Upon the conclusion of final negotiations with the awarded Offeror, a Notice of Award will be posted on the SIPA website. The award will be based on the evaluation criteria described in this RFQ.

Event	Deadline
RFQ Posting	February 7, 2022
Questions Due	February 14, 2022 (4:00 p.m. MST)
Responses to Questions Issued	February 18, 2022 (4:00 p.m. MST)
Quotes Due	March 4, 2022 (4:00 p.m. MST)

Finalist Interviews (if needed)	TBD
Notice of Award	May 2022
Contract Begin	July 1, 2022

4. Background

The Statewide Internet Portal Authority (SIPA) was created in 2004 by the Colorado General Assembly with a mandate to develop the officially recognized statewide internet portal that provides one-stop access to electronic information, products, and services in order to give members of the public, state agencies, and local governments an alternative way to transact business with the state. SIPA is an independent, self-funded special purpose authority of the state. SIPA is governed by a 15-member Board of Directors composed of elected officials, government stakeholders, and private citizens. C.R.S. §24-37.7-105(1)(a).

SIPA helps connect Colorado residents with state and local governments through technology. SIPA serves as the oversight body of the official Colorado.gov portal, which is Colorado's comprehensive delivery channel for e-Government services. SIPA's online services allow Colorado residents to complete tasks such as paying taxes, starting a business, and renewing professional licenses, driver's licenses, and vehicle registrations. SIPA's statutory responsibility is to negotiate and manage the statewide portal integrator contract on behalf of state and local governments. SIPA contracted with its current portal integrator (NIC Colorado) for the development, support, maintenance, and enhancement of the equipment and systems utilized for the official state portal, Colorado.gov. SIPA also contracts with other vendor partners that provide software and services that align with SIPA's statutory mission.

Pursuant to SIPA Bylaws, General Counsel shall be the chief legal advisor of the Board of Directors and, as directed by the Board, shall advise the officers and members of the Board as to all legal matters relating to the administration and financing of the Authority and as to the laws governing initiation, planning, financing, and the development of the programs of the Authority. The Counsel may provide legal guidance with regard to solicitations, contracts, and compliance. The Counsel shall render regular opinions on such matters relating to the Board and the Authority as may be requested by the Chair, members, or officers of the Board, and the Executive Director. In addition, the Counsel shall perform such other services incident to this position and office and shall undertake such other duties as from time

to time may be assigned to him or her by the Board of Directors.

Additionally, General Counsel may provide legal services to SIPA staff for a variety of matters, including drafting and examining contracts, legislative matters during the legislative session, interpreting laws impacting SIPA, public record requests, and guidance to SIPA's Executive Director.

General Counsel services could be used for a variety of issues. Board of Directors' activities typically constitute 15% of the workload. During the Colorado legislative session, up to 50% of the workload may be attributed to legal research and advice, depending on the number of proposed bills that could impact SIPA. Since SIPA is currently in the procurement process for its portal integrator, an increased workload will include contract negotiations and other activities in support of the portal integrator procurement and subsequent contract.

SIPA is currently performing a reprocurement of its portal integrator contract. Therefore, the number of billable hours in 2021 (and extending through 2022) are greater than years without a reprocurement. A breakdown of billable hours for the past 5 years is below:

Year	Total Billable Hours
2021	295 (excl. Dec)
2020	262
2019	252
2018	251
2017	228

5. Specifications

SIPA intends to enter into a contract for General Counsel to represent its Board of Directors, as well as legal services to support SIPA staff and operations as needed. The Offeror, in its quote, should include the following:

A. Prior Legal Representation

The Offeror should describe its prior experience with similar organizations.

B. Qualifications

The Offeror should describe the experience of staff, including any attorney and other legal staff that may perform legal services to SIPA and its Board of Directors. The description should provide experience in the following areas:

- a. Public sector representation, including public procurement
- b. Legislative issues, including bill drafting
- c. Technology contracts: Software as a Service, technology consulting, cyber security, etc.
- d. Board of Directors representation

C. References

The Offeror should provide contact information for at least three (3) organizations represented within the last three (3) years and indicate the nature of representation.

D. Understanding of Work to be Performed

The Offeror should describe its understanding of SIPA as an organization and the types of legal services that may be needed.

E. Pricing

The Offeror should provide the hourly rate(s) of attorney(s) and legal staff that will perform services for SIPA and its Board of Directors.

6. Proposal Evaluation

Proposals must be submitted via email to kara@cosipa.gov. Paper submissions will not be accepted, and no material should be dropped off at the SIPA offices. Paper submissions will not be considered for award.

Each email submission must contain the name of the solicitation as its subject line: **Request for Quotes for General Counsel**. The quoted response should be provided as an attachment to the emailed submission.

All proposals must be received by the response deadline.

The following evaluation criteria will be used in determination for award:

- A. Prior Legal Representation
- B. Experience
- C. References
- D. Understanding of Work to be Performed
- E. Pricing

7. Review Process

SIPA may, at its discretion, request interviews with any or all Offerors. However, SIPA reserves the right to make an award without further discussion of quotes submitted. Therefore, quotes should be submitted with the most favorable that Offeror can propose.

SIPA may award to one Offeror to perform services for the Board of Directors and the organization. SIPA reserves the right to make two separate awards for representation of its Board of Directors and for the SIPA organization.

8. Contract Requirements

SIPA may award a contract for any or all parts of a quote and may negotiate contract terms and conditions to best serve the interests of SIPA, consistent with the RFQ requirements, statutory requirements, and SIPA's policies.

Award of the contract is subject to contract negotiations and approval of SIPA's Executive Director and Board of Directors. No effort shall be made to contact the SIPA Board of Directors, its Executive Director, or staff regarding the Offeror's quote or any other quotes until after the award and contract negotiations are concluded. Any effort to influence the outcome of the award may result in an Offeror being removed from consideration.

9. Communication during the RFQ Period

Offerors shall not initiate communication in any manner, other than the process described above for questions, with SIPA personnel, including the Board of Directors regarding this RFQ or the proposals during this period of time, unless authorized in advance by SIPA's Executive Director, or in the regular course of current business. Failure to comply with this requirement may automatically terminate further consideration of that Offeror's proposal. Any communication throughout the RFQ process should be directed to:

Kara Finch
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kara@cosipa.gov